

Convention on Biological Diversity

Distr.
GENERAL






21 October 2008

ENGLISH ONLY

CAPACITY-BUILDING WORKSHOP FOR ASIA
(EAST, SOUTH AND SOUTH-EAST) ON THE
FOURTH NATIONAL REPORT
Tsukuba, Japan, 2-4 December 2008

Information Note for Participants

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1. Opening and registration

The Capacity Building Workshop for Asia (East, South, South-East) on the Fourth National Report will be held in Tsukuba, Japan from Tuesday, 2 to Thursday, 4 December 2008.

The meeting will start at 9:00 a.m. on Tuesday, 2 December 2008, and registration will take place upon participants' arrival at the hotel in Tsukuba.

2. Venue

The meeting will be held at:

Tsukuba International Congress Center

2-20-3 Takezono

Tsukuba, Ibaraki 305-0032

Japan

Further information on the meeting venue can be found at the following link:
<http://www.epochal.or.jp/eng/index.html>

The contact in Japan for information regarding the workshop including visa assistance and shipment of promotional materials is as follows:

Ms. Kumiko Yoneda
Japan Wildlife Research Center
Telephone: + (81) 3 5824 0963
Fax: + (81) 3 5824 0964
E-mail: kyoneda@jwrc.or.jp

3. Working language of the workshop

The workshop will be held in English only.

4. Documents

Participants are kindly reminded to **bring their own copies of the pre-session documents** for the meeting as there will be no extra copies made available on site during the workshop. Documents are available on the Secretariat's web site at:



<https://www.cbd.int/doc/?meeting=4NRCBW-ASI-01>

5. General information on access to Tsukuba, Japan



Tsukuba is serviced by the Narita International Airport in Tokyo (Tsukuba is located about 50 km northeast of Tokyo and 40 km northwest of the Narita International Airport). From Narita airport, Tsukuba can be reached by highway bus (Airport Liner NATTS): The journey takes about 1h40min. The fares for a return ticket are ¥ 2,540 (about US \$25.00). For information on timetable please go to <http://www.kek.jp/intra-e/access/timetable3.html>.

Maps for bus stops at Narita Airport can be found at

Terminal 1: http://www.epochal.or.jp/eng/access/narita_bus001.html

Terminal 2: http://www.epochal.or.jp/eng/access/narita_bus002.html

A meet-and-assist service will be provided for all participants at the Narita airport to take the bus to Tsukuba. To ensure the meet-and-assist service, all participants must inform Ms. Kumiko Yoneda (see details under section 2, page 2) of their flight details in advance of their date of arrival.

6. Visa information



Participants from countries listed in **annex A** below (page 6) require an entry visa for Japan and are strongly advised to contact the nearest Japanese diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. **Please note that airline companies will not allow boarding without a valid entry visa.**

Information on visa procedures, including a list of relevant Japanese diplomatic/consular missions abroad and countries with Visa exemption arrangements, is available on the website of the Ministry of Foreign Affairs of Japan at: http://www.mofa.go.jp/j_info/visit/visa/index.html.

The necessary documents for visa application are as follows:

- a) A travel document;
- b) Two passport size colour photographs taken within the previous six months (45 x 45mm, “2.0 x 2.0”);
- c) Official visa application form;
- d) Invitation letter issued by the Ministry of the Environment of Japan.

Participants residing in countries with no Japanese diplomatic and consular missions or requiring any assistance are advised to directly contact Ms. Kumiko Yoneda, the designated focal person (see contact details under section 2, page 2).

For more information on visa requirements, and diplomatic and consular missions of Japan, please consult the following web sites:

- a) **Visas requirements:** http://www.mofa.go.jp/j_info/visit/visa/index.html
- b) **Visa applications (electronically):**
http://www.mofa.go.jp/j_info/visit/visa/apply-form.pdf
- c) **Diplomatic and consular missions:**
http://www.mofa.go.jp/about/emb_cons/over/index.html

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters to be attached to the visa applications.

7. Hotel information

Sponsored participants

A block booking (which includes a standard hotel room, three meals per day and local transportation during the workshop) has been made on behalf of all sponsored participants as of

1 December 2008. On the afternoon of 4 December 2008 after the closure of the workshop, the participants will move to Tokyo where a one night block booking has also been made. Below, please find information on the hotels in both Tsukuba and Tokyo:

1. Hotel in Tsukuba
Hotel Grand Shinonome
488-1 Onozaki Tsukuba, Ibaraki 305-0034
Tel/Fax: Tel: 029-856-2211
Web-site: <http://www.hg-shinonome.co.jp/>

2. Hotel in Tokyo
BlueWave Inn Asakusa
Address: 2-33-7, Asakusa, Taito-ku, Tokyo, Japan 111-0032
Tel: +81-3-5828-4321
Fax: +81-3-5828-6421
Web-site: <http://www.bluewaveinn.jp/asakusa/>

Participants are required to send their registration form (attached as **Annex B**, page 7) directly to Ms. Kumiko Yoneda (see contact details under section 2, page 2). Registration forms must be sent **no later than 20 November 2008**, in order to secure accommodation in a timely manner.

All extra expenses related to the hotel room must be paid by the participants upon check out (i.e. telephone, room upgrade, bar, laundry, e-mail, restaurant, etc).

Non-sponsored participants

If non-sponsored participants wish to make reservations at the same hotels listed above, please contact Ms. Kumiko Yoneda in advance, with details of your dates of arrival and departure.

8. Payment of the Daily Subsistence Allowances (DSA)

The Japan Wildlife Research Center will provide a portion of the DSA to sponsored delegates to cover incidental costs.

9. Promotional Materials

Participant wishing to send promotional materials or documents for distribution at the Workshop should make, at their own expense, the necessary arrangements **before 25 November 2008**.

Shipments can be sent to the attention of Ms. Kumiko Yoneda (see contact details under section 2, page 2) and must be arranged on a **door-to-door** basis, including customs clearance and handling of the shipments.

The box(es) must be identified with the title of the meeting and numbered in “ 1 of X” format. Where possible, a copy of the publication should be affixed to the exterior of each box.

10. Official languages in Tsukuba, Japan

The official language in Japan is Japanese, however, English is the business language and is widely spoken.

11. Weather and time zone information

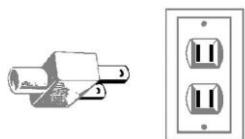


In December, temperatures in Tsukuba usually range between a maximum of 12°C in the daytime and a minimum of 4°C at night. The weather is generally cool and dry and it is recommended that participants bring warm clothing. Current weather conditions can be found at: <http://www.worldweather.org/056/c00634.htm>

The standard time zone will be GMT + 9 hours.

12. Electricity

100 volts, 50 Hertz (the plugs are different from the ones used on the American continent).



13. Currency



The currency in Japan is the Japanese Yen (¥). The current exchange rate is US \$1.00 = ¥101.48, or ¥1.00 = US \$0.0098 and ¥1.00 = €0.0073.

14. Credit cards

Major credit cards are widely accepted by establishments in Japan.

15. Disclaimer

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants secure, prior to departure, international travel and medical insurance for the period of travel and participation.

Annex A

COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER JAPAN AS VISITORS (WEBSITE OF THE MINISTRY OF FOREIGN AFFAIRS OF JAPAN)

Citizens of the following countries and territories require a visa to **visit** Japan:

A Afghanistan Albania Algeria Angola Armenia Azerbaijan	G Gabon Gambia Georgia Ghana Grenada Guinea Guinea-Bissau Guyana	M (Cont'd) Morocco Mozambique Myanmar	T (Cont'd) Turkmenistan Tuvalu
B Bahrain Bangladesh Belarus Belize Benin Bhutan Bolivia Bosnia and Herzegovina Brazil Burkina Faso Burundi	H Haiti	N Nauru Nepal Nicaragua Niger Nigeria	U Uganda Ukraine United Arab Emirates Uzbekistan
C Cambodia Cameroon Cape Verde Central African Republic Chad China Colombia Comoros Congo, Democratic Republic of the Congo, Republic of the Costa Rica Croatia Cuba	I India Indonesia Iran, Islamic Republic of Iraq Ivory Coast	O Oman	V Vanuatu Venezuela Viet Nam
D Djibouti Dominica Dominican Republic	J Jamaica Jordan	P Pakistan Palau Palestinian Authority Panama Paraguay Peru Philippines	Y Yemen
E East Timor Ecuador Egypt Equatorial Guinea Eritrea Ethiopia	K Kazakhstan Kenya Kiribati Korea, Democratic People's Republic of Kosovo Kuwait Kyrgyzstan	Q Qatar	Z Zambia Zimbabwe
F Fiji	L Lao, People's Democratic Republic of Lebanon Liberia Libyan Arab Jamahiriya	R Romania Russian Federation Rwanda	
	M Madagascar Malawi Malaysia Maldives Mali Marshall Islands Mauritania Micronesia, Fed. States of Moldova Mongolia Montenegro	S Sao Tomé e Príncipe Saudi Arabia Senegal Serbia Seychelles Sierra Leone Somalia South Africa Sri Lanka Sudan Syrian Arab Republic	
		T Tajikistan Tanzania, United Republic of Thailand Togo Tonga Trinidad and Tobago	

Annex B

REGISTRATION FORM FOR HOTEL ACCOMMODATION

**REGIONAL WORKSHOP FOR SOUTH, SOUTHEAST AND EAST ASIA ON CAPACITY
BUILDING FOR THE PREPARATION OF THE FOURTH NATIONAL REPORT
2-4 DECEMBER 2008, TSUKUBA, JAPAN**

Name: Mr. /Ms. /Dr.		
Country:		
Organization:		
Address:		
Tel. No.:		
Fax. No.:		
E-mail Address:		
FLIGHT DETAILS		
Date of Arrival:	Flight No:	Time of Arrival:
Date of Departure:	Flight No:	Time of Departure:
Please specify special dietary requirements, if any:	(For e.g. vegetarian, no pork, etc.)	

**Please return your completed form via fax or email by no later than 20 November 2008 to:
Ms. Kumiko Yoneda
Fax: +(81) 3 5824 0964
E-mail: kyoneda@jwrc.or.jp**